

VACANCY ANNOUNCEMENT

INSPECTOR GENERAL MONTGOMERY COUNTY, MARYLAND

I. DESCRIPTION

The Montgomery County Inspector General leads the County's independent and objective Office of Inspector General and is responsible ultimately to the County citizenry for enhancing the productivity, effectiveness, and efficiency of County government, including the independent County agencies (*see* Montgomery County Code, §2-151). Established in 1997, the Inspector General is a member of one of the most technologically advanced county governments in the United States, with a \$3.3 billion operating budget, a \$2.3 billion capital improvements program, and more than 900,000 county residents.¹

While appointed by and answerable to the County Council, the Inspector General is responsible for cultivating the relationships and mutual trust required to work effectively with all County leadership, departments, agencies, and constituencies. Specifically, the Inspector General provides both the Montgomery County Council and the Montgomery County Executive with the products required – in terms of independent audit, investigative, and inspection reports – to increase legal, fiscal, and ethical accountability, to prevent and detect fraud, waste, and abuse, and to improve the effectiveness and efficiency of County programs and operations. The Inspector General also coordinates and cooperates with those County entities similarly chartered, to include the legislative branch's Office of Legislative Oversight and the Department of Finance's internal auditing function.

II. AUTHORITIES

In developing recommendations, the Inspector General may: (a) conduct investigations, budgetary analyses, and financial, management, or performance audits and similar reviews; and (b) seek assistance from any other government agency or private party, or undertake any project jointly with any other governmental agency or private body. The Inspector General is legally entitled to, and each department or office in County government and each independent County agency must promptly give the Inspector General, any document or other information concerning its operations, budget, or programs that the Inspector General requests. If the Inspector General does not receive all necessary information, the IG may issue a subpoena as required. The Inspector General may administer an oath or affirmation or take an affidavit from any person as necessary to perform the IG's duties. In each project of the Office, the Inspector General should uphold the objective of complying with applicable generally accepted government auditing

¹ A national survey conducted by the Center for Digital Government and the National Association of Counties (NACo) included Montgomery County among the top-10 most technologically-advanced county governments in the U.S. (*see* http://www.montgomerycountymd.gov/mcgtmp1.asp?url=/content/PIO/digitalCountyTen_2004.asp).

standards and other standards for Offices of Inspectors General (including, e.g., “Principles and Standards for Offices of Inspector General,” May 2001, issued by the Association of Inspectors General). (*see MCC §§2-151h & l*)

III. TERM

The Inspector General is appointed by the Montgomery County Council to a statutory four-year term, and an incumbent appointed to a full term may serve not more than two four-year terms.

The Council expects to appoint an Inspector General for the remainder of the current unexpired term that ends on June 30, 2005, and, after the appointee takes office, to appoint the new Inspector General to the full four-year term that begins on July 1, 2005. Once appointed, the Inspector General may be removed by resolution adopted by affirmative vote of six Council members, following a public hearing if requested, for neglect of duty, malfeasance, conviction of a felony, or other good cause. (*see MCC §§2-151b, c, e*)

IV. STAFF

Subject to appropriation, the Inspector General appoints term employees to the staff of the Office of the Inspector General. The Inspector General may also retain project staff or other consultants by contract or, with the agreement of the head of any other government department or agency, temporarily detail an employee of that department or agency to the Office of the Inspector General. (*see MCC §2-151g*)

V. BUDGET, PLAN, & REPORTS

No later than four months after appointment, the Inspector General must submit to the Executive and Council a projected budget for the entire term. The Inspector General directs the activities of the Office in accordance with a work plan, which the Inspector General must adopt within six months of appointment. The Inspector General must submit by October 1 each year an annual report to the Council and the Executive on the activities of the Office and its major findings and recommendations during the previous fiscal year. (*see MCC §§2-151f, i, k*)

VI. COMPENSATION & BENEFITS

The Inspector General position is established at the salary range of \$80,025 to \$124,087. Benefits include comprehensive group insurance benefits, a defined contribution retirement plan, a deferred compensation plan, paid time off, and paid holidays.

VII. QUALIFICATIONS

The Inspector General must be professionally qualified, by experience or education, in auditing, government operations, law enforcement, or financial management, and will be selected solely on the basis of professional ability and personal integrity, without regard to political affiliation. Graduation from an accredited college or university with a Master’s Degree in a discipline related to the position, such as public or business administration, public policy, political science, criminal justice, accounting, financial management, program evaluation, or a related discipline is

preferred. An equivalent combination of education and experience may be substituted. (*see* MCC §2-151d)

VIII. APPLICATION

Applications for the position of Inspector General will be reviewed by the five-member Inspector General Nominating Panel, which was appointed by the Council on July 27, 2004. The Nominating Panel may conduct interviews of qualified candidates in reaching its recommendations, and the Panel will forward the names of at least three final candidates to the Council for consideration. Each of the final candidates will be required to complete a financial disclosure statement.

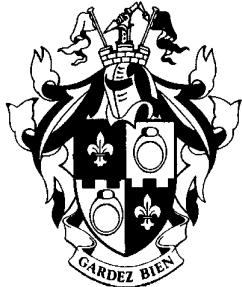
Ranking: The Nominating Panel will consider the following five ranking factors in its evaluation of applications. To ensure full consideration, candidates should submit, in addition to the application and resume, a narrative statement for each of the five factors. The presentation of all five factors should be no more than five pages in total length. In each narrative statement, candidates should include key information that demonstrates their level of responsibility and personal experience or expertise in the factor, and include specific, documented, and measurable examples where possible.

1. Planning and executing audits, inspections, investigations, or evaluations of government programs or activities, including identification of objectives, selection of appropriate methodologies given time and resource constraints, timely completion of planned work, results achieved, and knowledge of the standards applicable to the work.
2. Writing reports (or sections of reports or other publications) to communicate design, methods, results, and recommendations to management officials or other audiences.
3. Persuasively and diplomatically communicating the results of work performed orally to a variety of audiences including those who may act on the recommendations or the general public.
4. Working collaboratively with others to achieve mutually agreed-upon objectives.
5. Knowledge of the functions and activities of the executive branch and legislative branch of state, county, or city government or independent agencies, or capability to rapidly acquire such knowledge through job experiences in other government operations such as those of the federal government.

Submission: Applications must include: (a) an application form; (b) resume (no specified format); and (c) narrative statements addressing each ranking factor (5 page limit). Applicants may also submit a limited sample of authored or co-authored work products. Applications must be submitted on or before the closing date of **December 1, 2004**. Applications submitted through electronic means must be received by midnight of the closing date. Applications may be mailed, delivered, or e-mailed to the following:

Inspector General Nominating Panel
c/o Ms. Justina J. Ferber
County Council Office
Council Office Building, 5th Floor
100 Maryland Avenue
Rockville, MD 20850
ig.application@montgomerycountymd.gov

Applicants should contact Ms. Justina Ferber at (240) 777-7938 to obtain application materials or for any additional information. Montgomery County is an EEO/Affirmative Action employer.



APPLICATION FORM

INSPECTOR GENERAL MONTGOMERY COUNTY, MARYLAND

Name:

(First)	(Middle Initial)	(Last)	(Suffix)
---------	------------------	--------	----------

Home Address:

(Street Address)		
------------------	--	--

(City)	(State)	(Zip Code)
--------	---------	------------

E-Mail Address:

(E-Mail Address)	
------------------	--

Telephone Numbers (*Please indicate only the phone numbers where you wish to be reached.*)

(Home)	(Office)
(Fax)	(Cell)

The Inspector General Nominating Panel will make interview selections in December/January and will conduct interviews in January 2005. If you are not selected for an interview, you will receive no further communication from this office until a final selection is made.

Please note that each of the final candidates will be required to complete a Montgomery County Financial Disclosure Statement. The financial disclosure statement of the Inspector General appointee will be made public.

Applications must include: (a) this application form; (b) resume (no specified format); and (c) narrative statements addressing each ranking factor (5 page limit). Applicants may also submit a limited sample of authored or co-authored work products. Applications must be submitted on or before the closing date of December 1, 2004. Applications submitted through electronic means must be received by midnight of the closing date. Applications may be mailed, delivered, or e-mailed to the following:

Inspector General Nominating Panel
c/o Ms. Justina J. Ferber, Legislative Analyst
Montgomery County Council Office
Council Office Building, 5th Floor
100 Maryland Avenue
Rockville, MD 20850

ig.application@montgomerycountymd.gov

Phone: (240) 777-7938

Fax: (240) 777-7888

Applicants should contact Ms. Justina Ferber for any additional information. Montgomery County is an EEO/Affirmative Action employer.